

## Appendix 12-D

**Guidelines for Psychological Evaluations****Overview**

When possible, records from current and prior testing and evaluation sources should be obtained prior to authorizing for a new psychological evaluation. Once it is determined a diagnostic psychological assessment is necessary to assist in the determination of eligibility, completing a comprehensive assessment of rehabilitation need, development of an Individual Plan for Employment (IPE) or for other vocational rehabilitation related purposes, the next step is to identify the appropriate type of assessment. Vocational Rehabilitation (VR) Counselors are approved to authorize for Diagnostic Clinical Interviews, Psychological Evaluations, and Neuropsychological Evaluations.

VR Counselors should select the lowest level evaluation that will meet the client's presenting rehabilitation need. After determining the evaluation needed and guiding the client through the process of informed choice to select the clinician, the VR Counselor will make a referral and complete an authorization for services. The VR Counselor should communicate to the clinician the purpose of the evaluation in order to assist the clinician in determining which assessments to include in the evaluation.

**Diagnostic Clinical Interview**

The diagnostic clinical interview does not include extensive test batteries, requires less time, and is therefore the lowest evaluation level. During the diagnostic clinical interview the clinician assesses the client's background, functioning and presenting problems. Information gathered as part of this process includes: client strengths, presenting problems, health status, medical history, psychiatric history, traumatic events, developmental history, vocational status, community and social supports, housing stability, legal issues, family culture, and substance use and dependence assessment. The resulting report should include this information, results of the mental status exam, and recommendations for treatment. Licensed Clinical Social Workers (LCSW), Clinical Mental Health Counselors (CMHC), Licensed Marriage and Family Therapists (LMFT), and Licensed Psychologists (Ph.d., Psy. d.) are the only professionals VR may authorize to provide diagnostic clinical interviews. This **excludes** professionals who are working toward licensure and operating under another professional's license. See Appendix 12-B for the approved diagnostic clinical interview fee.

**Psychological Evaluation**

Psychological Evaluations involve clinical interviews, test batteries, and is considered the mid level evaluation. Provision of a psychological evaluation is appropriate for individuals when current psychological or mental health information is not available, and the counselor needs information regarding learning disabilities, cognitive disabilities or both. Psychological evaluations may only be provided by a Licensed Psychologist (Ph.D., Psy. d). When reviewing psychological evaluation reports VR Counselors should ensure that the most current, full length version of the psychological testing instruments was used; no substitutions of abbreviated versions should be accepted. See Appendix 12-B for the approved psychological evaluation fee.

The Psychological Evaluation will at a minimum include the following:

1. Diagnostic Clinical Interview
2. Full WAIS
3. WRAT or Woodcock Johnson
4. MMPI or PAI
5. A Comprehensive Written report to include the type of evaluation conducted, name of client, name of referring counselor, name of clinician, method and dates of assessment, date of report, clinical impressions, diagnoses, prognoses and recommendations.

Travel Note: If a psychologist has to travel more than 100 miles round trip, and there is not a psychologist in the area able to provide services to VR Clients, an additional fee may be authorized as part of the evaluation. See Appendix 12-B for approved rates.

### **Neuropsychological Evaluation**

A neuropsychological evaluation requires extensive testing and must be provided by a Licensed Psychologist with advanced training in the area of neuropsychology, rehabilitation psychology, and health psychology. In addition to training the practitioner has completed a one year pre-doctoral rotation and a two year post-doctoral rotation supervised by a Neuropsychologist. The neuropsychological evaluation is appropriate for diagnosing individuals with complex presentation, for example individuals who demonstrate significant impairment understanding complex tasks, inability to engage in social dialogue with colleagues/supervisors, and severe emotional dysregulation. Neuropsychological evaluations may be used to diagnose Autism, Traumatic Brain Injury (TBI), Dementia, and severe mental health conditions that impair concentration and cognitive tasks.

Neuropsychological evaluations require approval at the District Director level. When reviewing psychological evaluation reports VR Counselors should ensure that the most

current, full length version of the psychological testing instruments was used; no substitutions of abbreviated versions should be accepted. A neuropsychological evaluation should include a diagnostic clinical interview, evaluation, and deposition to review results with client. See Appendix 12-B for the approved Neuropsychological Evaluation fee.

The neuropsychological evaluation will at a minimum include the following:

1. Diagnostic Clinical Interview
2. Evaluation (6-8 hours of assessment)
3. Deposition to review results
2. Emotional Batteries  
Examples include: Beck Depression Inventory, Beck Anxiety Inventory, and SCL-90
3. Cognitive IQ Measure  
Examples include the Full Wechsler Adult Intelligence Scale, Woodcock Johnson Tests of Cognitive Ability and Achievement
4. Measures of Executive Functioning/ Complex Problem Solving  
Examples include HRB Trails B, DKEFS Trails, Rey O, Ruff Figural Fluency Stroop Category Test
5. Measures of Attention and Processing Speed  
Examples include: CPT, Wechsler Memory Scale Digit Span, Letter Number Sequencing, Wechsler Working Memory Index, HRB Trails A, HRB Speech Sounds and Seashore Rhythm, Connors, IVA
6. Personality Assessment Example Minnesota Multiphasic Personality Inventory MPI
7. Measure to address Malingering  
Example includes: Test of Memory Malingering
8. A Comprehensive Written report to include the type of evaluation conducted, name of client, name of referring counseling, name of clinician, method and dates of assessment, date of report, clinical impressions, diagnoses, prognoses and recommendations.

### Optional Assessments

At the discretion of the practitioner, the assessment may also include measures to assess language, sensorimotor, visuospatial, and memory. Examples include: Controlled Oral Word Test, Animal Naming Test, HRB Aphasia Screening Test, Boston Naming Test, Speed and Capacity of Language Processing Test, Halstead Reitan (HRB) Sensory Perceptual Exam, HRB Finger Tapping, HRB Grip Strength, Grooved Pegboard

Travel Note: If a psychologist has to travel more than 100 miles round trip, and there is not a psychologist in the area able to provide services to VR Clients, an additional fee may be authorized as part of the evaluation. See Appendix 12-B for approved rates.